

**Bylaws of the Air Medical Subcommittee,  
a Committee of the Arkansas Governor's Emergency Medical Services (EMS)  
Advisory Council**

Article I      Name

The name of the committee shall be the Air Medical Subcommittee, a Committee of the Arkansas Governor's Emergency Medical Services Advisory Council.

Article II      Purpose

- 2.1      Make recommendations to the Arkansas Governor's Emergency Medical Services Advisory Council and the Arkansas Department of Health, Section of EMS on issues including, but not limited to, air medical training, certification, and rules and regulations.
- 2.2      Serve as a resource for air medical programs.
- 2.3      When requested by the Section of EMS, the subcommittee will assist with quality assurance/improvement or other issues.
- 2.4      When requested, the subcommittee will be available to assist the Arkansas Governor's Emergency Medical Services Advisory Council with relevant issues including training , certification, and rules and regulations pertaining to the air medical industry.

Article III      Membership

- 3.1      There will be one **voting** representative from each licensed air ambulance program in the state of Arkansas and the following associations: Arkansas Ambulance Association, Arkansas EMT Association, Arkansas EMS Foundation, Arkansas EMS Training Committee, Arkansas Chapter of the Association of Air Medical Services.
- 3.2      There will be one **non-voting** representative from each council, office or section, and sub-committee listed: Governor's Advisory Council on EMS, Governor's Trauma Advisory Council, Section of EMS, Section of Trauma, and EMS Data Sub-committee.
- 3.3      Each representative shall serve on the committee until replaced by the organization they represent, through formal letter. Members in good standing, who have met the meeting attendance requirement, have been active in the affairs of the subcommittee, and who express an interest in continuing on the subcommittee, may be reappointed.

- 3.4 Membership shall represent all areas of the Air Medical Industry.
- 3.5 Any member may resign as a member of the subcommittee by sending a letter to the Section of EMS.
- 3.6 Any member who misses more than two regularly scheduled quarterly meetings within a given calendar year shall be removed from the subcommittee, unless special circumstances exist. A member may send a proxy to express his/her views when unable to attend. This proxy must be put in writing or e-mail and be addressed to the chairperson of the subcommittee and copied to the Section of EMS.
- 3.7 In the event of a vacancy on the committee, the program, agency/organization, or association that is represented in the vacant position will appoint an individual to fill the position and shall submit their names to the chairperson of the committee and to the Section of EMS.

#### Article IV Meetings

- 4.1 Meetings shall be held at a minimum quarterly.
- 4.2 If the Chair, in conjunction with the Section of EMS, does not feel there is sufficient business to hold a quarterly meeting, it can be cancelled.
- 4.3 If the Chair, in conjunction with the Section of EMS, feels there is business requiring immediate attention, a meeting can be scheduled. Alternate methods of sharing information, such as any communications resource, may be used when there is a need to collect the views of the membership between meetings.
- 4.4 The Chair, in conjunction with the Section of EMS, is responsible for developing the agenda for each meeting.

#### Section V Officers

- 5.1 The membership of the subcommittee will elect a Chair, Vice Chair, Secretary, and Parliamentarian for year terms. The vote will be held at the last meeting of every odd calendar year, and the terms will be for two years, running from January 1 to December 31.
- 5.2 An individual may not hold more than one consecutive term in any office.

- 5.3 Any officer may resign a position by mailing or e-mailing a letter of resignation to the Chairperson of the committee and the Section of EMS.
- 5.4 Any officer may be voted out of office for cause by a majority vote.

Article VI Amendments

- 6.1 These bylaws may be amended by a majority vote of the membership present and eligible to vote at any regularly scheduled quarterly meeting.

Article VII Procedures

- 7.1 A quorum will consist of the Chair, Vice Chair, Secretary, Parliamentarian, or a voting committee member appointed by the Chair in their absence, and greater than 50% of the voting members present at any scheduled meeting.
- 7.2 A majority vote by a quorum is required to approve any business of the subcommittee.
- 7.3 Unless specifically addressed in these bylaws the subcommittee shall operate in accordance with the current edition of Robert's Rules of Order.